

# **SAFETY TRAINING**

LOSS PREVENTION UNIT  
OFFICE OF RISK MANAGEMENT  
DIVISION OF ADMINISTRATION  
OFFICE OF THE GOVERNOR

Revised January 1, 2000

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## WORKPLACE SAFETY TRAINING

This section contains a description of the Workplace Safety Training Program offered by the Loss Prevention Unit of the Office of Risk Management. Loss Prevention is an insurance concept designed to reduce or eliminate the risk of doing business by creating a safe work environment. This can be obtained through a Loss Prevention program that identifies and/or eliminates hazards and makes employees aware of safe work practices in an effort to prevent accidents that cause injury or death.

Since a fundamental component of a successful Loss Prevention program is a workforce that is trained in safe work practices, the Loss Prevention Unit offers training at no cost to the agency or to the employees attending the courses. The training is intended to provide valuable safety training to employees, but especially to employees who are responsible for planning and implementing a safety program for the agency. One way that insurance premiums are determined is by an agency's loss record. An agency that implements an effective Loss Prevention program can reduce its premium.

The courses in this series cover all safety areas required by the Office of Risk Management in its Loss Prevention Audit. Identifying hazardous conditions, conducting job safety analysis, investigating accidents, and training employees in safety skills are just some of the topics covered. Technical safety areas such as fire prevention, hazardous waste handling, industrial hygiene, and electrical safety are also covered. A complete course listing follows.

## COURSE DESCRIPTIONS

### Accident Investigation

A study of current incident/accident investigation techniques and “root cause” analysis. Topics include forms, questioning witnesses, and report writing. It covers personal injury and motor vehicle accidents.

### Asbestos Awareness

Information on the recognition and control of asbestos is discussed. Topics also include health effects associated with exposure and the importance of wearing proper protective gear.

### Bloodborne Pathogens

Any employee who may be exposed to blood or other potentially infectious materials is required to have training. Participants will receive information about work site hazards, terminology, proper labeling, handling and disposal procedures, and the exposure control plan.

### Bonds, Crimes and Other Exposures

This course is designed to help agencies better understand the Bonds and Crimes component of the Loss Prevention audit. It addresses such issues as applicable ORM insurance coverages, property control, fiscal control, business interruption, liability to others, workplace security and components of a written program.

### CPR/First Aid

In this eight (8) hour course, participants are taught CPR, and how to respond to medical emergencies. Although we do not charge for this course the American Red Cross does charge a \$5 per administration fee.

### Confined Space Entry

This course provides attendees with basic training on safety and health issues relative to confined spaces. The training addresses recognition and control of confined space hazards, entry permits, and related emergencies.

## Driver Safety

This course is offered primarily as an instructor course for those individuals in an agency who have been assigned the job of teaching defensive driver training to employees at that agency. Currently, the National Safety Council course called "Next Step Coaching" is being taught so that participants who successfully complete it are eligible to receive up to a 10 percent discount on their personal automobile insurance coverage. Under state law, only National Safety Council driver courses are acceptable for this 10 percent discount.

## Drug Testing and Substance Abuse

This training provides information about the state's drug testing laws and policies, test substances, general statistical data, recognition techniques and some guidelines for successful intervention.

## Electrical Safety

This information will assist in developing or improving the electrical maintenance program at your agency. Topics covered include recognition, evaluation and control of hazards, deenergizing equipment, and personal protective equipment.

## Employment Practice Liability

The number of employment-related claims are increasing and consequently, so is the potential financial risk to your agency. Defending a wrongful termination or discrimination claim is expensive. This class will help you initiate an employment practice liability loss prevention program that includes sexual harassment, wrongful termination, discrimination, invasion of privacy, drug testing, and more!

## Ergonomics in the Workplace

Ergonomics is the science of adapting the work to the worker. This class will help you identify potential hazards by worksite analysis And understand how to correct them through control measures, employee training, and workplace monitoring.

## Fire Prevention and Control

This course will familiarize participants with state fire protection laws, rules, fire codes, features of fire protection, and licensing requirements. Participants will gain a better understanding of fire protection and their workplace fire safety responsibilities.

## Forklift Training

Using a forklift can be dangerous to operators, those around them, and to the cargo. This class will train new and veteran operators to use forklifts safely. Training will include reviews of special situations such as slippery surfaces, heavy traffic areas, and loading docks. Hands-on training is included.

## Hand Tool Training

This class covers different types of tools and how to select and inspect each. It discusses the basic skills in hazard recognition and control, plus the use, storage, and maintenance requirements.

*Use the right tool for the job...or the wrong tool for an injury.*

## Hazard Communication

This class is designed to educate employees on the importance and benefits of properly recognizing and safely working with hazardous materials. Topics include the hazards of chemicals, warning labels, MSDS, exposure situations, and hazard prevention and protection.

## Hazardous Materials Safety

This class teaches basic safety precautions relative to the handling of hazardous materials in the workplace.

## Indoor Air Quality

Participants will come away from this course with an understanding of how poor air quality impacts the workplace. They will learn prevention methods

and how to identify and correct air quality problems. This course also addresses HVAC systems and building contaminants.

### Job Safety Analysis (JSA)

This course teaches participants to minimize/eliminate hazards by identifying them with JSAs. Participants will learn how to break a job's performance into its basic parts (steps), and how to identify the key points of a job.

### Laboratory Safety

This course covers all of the materials in the realm of laboratory safety standards including Personal Protective Equipment (PPE), relative fire safety, storage, disposal, spills and record keeping.

### Lock-Out/Tag-Out Safety

This course covers identification and control of energy sources, as well as "control and release" to ensure safe handling of these sources.

### The Loss Prevention Program

This course provides an in depth overview of all six (6) sections of the State Loss Prevention Program with special emphasis on the annual audit. For those people seeking the Loss Prevention Associate's certification, this is a required course.

### Material Safety Data Sheets

The more you know about the materials you work with, the more you can protect yourself from their dangers. One way to understand these materials is to read their Material Safety Data Sheets. This course will review the new standardized format for MSDSs developed by the Chemical Manufacturers Association and will teach you how to work more safely with materials.

### Respiratory Protection

The most recent advances in respirator technology, updated fit testing methods, and more effective methods to use respirators are discussed. It will assist agencies in managing their respirator programs and help employees use, maintain, and store equipment properly.

### Safety Inspections

This course is designed to teach attendees how to conduct workplace safety inspections, how to properly document these inspections and how to report problems noted in the inspection.

### Safety Meetings

This course is designed to help agencies generate and maintain interest in safety meetings. It will provide suggestions for developing timely and entertaining topics, increasing attendance and getting safety meeting information to those employees unable to attend.

### Security Awareness

This course is designed to help agencies become more aware of security issues in light of the Sept. 11<sup>th</sup> incident and will focus on modifications to buildings to heighten the level of security awareness. This class is designed for those individuals who have duties pertaining to security, law enforcement, violence assessment, management, supervision and/or safety.

### Supervisor Responsibility

This course was developed to give supervisory personnel training in the core courses they will need to comply with their responsibilities under the loss prevention program. This course covers: Accident Investigation; Accident Reporting; Safety Meetings; Safety Inspections; JSAs; Training; and other related information supervisor's need to know.

### Tuberculosis

Tuberculosis is increasing nationally as well as in Louisiana. Resistant strains have caused large outbreaks in Southern hospitals and prisons. Due to recommendation of the Federal Centers for Disease Control,



Louisiana is changing its methods of treating tuberculosis. This class discusses guidelines for preventing the transmission of tuberculosis with special focuses on HIV-related issues.

### Violence in the Workplace

This course is designed to assist agencies that are looking for help complying with Gov. Foster's recent order requiring all agencies to develop a violence awareness training program. Participants will learn how to recognize potential violence in the workplace and potentially violent behaviors. It will also teach some procedures designed to reduce violence in the workplace.

### Workplace Threats

This is a new course that was developed to help agencies address many of the potential threats that employers now face. This course addresses: biological threats; physical, electronic and psychological issues as well.

## COURSE REGISTRATION FORM

### ORM USE ONLY

LOCATION CODE: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

Course Title: \_\_\_\_\_

Location (City): \_\_\_\_\_

Course Date: \_\_\_\_\_

Course Time: \_\_\_\_\_

**Note:**      *Adequate seating accommodations will be available, confirmation letters will not be mailed out.*

### **PARTICIPANT INFORMATION**

Name (First, Middle Initial, Last): \_\_\_\_\_

Name of State Department: \_\_\_\_\_

Office: \_\_\_\_\_

Division or Facility (If Applicable): \_\_\_\_\_

Job Title: \_\_\_\_\_

Complete Work Mailing Address (Certificates will be mailed here): \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **APPROVAL SIGNATURES**

Applicant: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Agency Head or Designee: \_\_\_\_\_

MAIL FORM TO:    *Office of Risk Management/Loss Prevention Unit  
P.O. Box 94095  
Baton Rouge, LA 70804-9095*

FAX FORM TO:    (225) 219-0516

E-MAIL TO:       mwashin@doa.state.la.us

# LOSS PREVENTION ASSOCIATE

Departmental and agency personnel can be certified as a **Loss Prevention Associate** for the State of Louisiana by attending the following:

## 1. **Loss Prevention Program**

A one and a half day overview of the entire Loss Prevention Program with an emphasis on the annual audit. All six Loss Prevention Programs are discussed in depth to assist the agency in developing, maintaining, or enhancing their program. The six programs include:

**General Safety  
Bonds and Crime  
Water Vessel Safety**

**Driver Safety  
Equipment Management  
Aircraft Safety**

## 2. **Workplace Safety Courses**

At least ten of the classes are sponsored by the Loss Prevention Unit. The classes include:

**Accident Investigation  
Bloodborne Pathogens  
Confined Space Entry  
Electrical Safety  
Ergonomics in the Workplace  
Forklift Training  
Hazardous Materials Safety  
Indoor Air Quality  
Laboratory Safety  
Material Safety Data Sheets  
Safety Inspections  
Security Awareness  
Tuberculosis  
Workplace Threats**

**Asbestos Awareness  
Bonds, Crimes & Other Exposures  
Drug Testing/Substance Abuse  
Employment Practice Liability  
Fire Prevention and Control  
Handtool Training  
Hazard Communication  
Job Safety Analysis  
Lock-Out/Tag-Out  
Respiratory Protection  
Safety Meetings  
Supervisor Responsibility  
Violence in the Workplace**

*To attain credit toward the **Loss Prevention Associate** designation, you must submit a copy of the ORM certificate verifying completion of each course taken along with the official request form (DA-53041).*

**APPLICATION FOR LOSS PREVENTION ASSOCIATE**

*I have attended the following required courses and would like to apply for the  
Loss Prevention Associate designation.*

**NAME** *(First, Middle Initial, Last):*

\_\_\_\_\_

**NAME OF STATE DEPARTMENT:**

\_\_\_\_\_

**OFFICE:**

\_\_\_\_\_

**DIVISION OR FACILITY** *(If Applicable):*

\_\_\_\_\_

**JOB TITLE:**

\_\_\_\_\_

**COMPLETE WORK MAILING ADDRESS:**

\_\_\_\_\_

**WORK TELEPHONE:**

**FAX NUMBER:**

\_\_\_\_\_

**E~MAIL ADDRESS:**

\_\_\_\_\_

**APPROVAL SIGNATURES**

**Applicant:** \_\_\_\_\_

**Loss Prevention Manager:** \_\_\_\_\_

*Please attach copies of the training certificates from the courses you have attended that  
qualify you for this designation and mail or fax them to:*

**Office of Risk Management/Loss Prevention Unit**

**P.O. Box 94095**

**Baton Rouge, Louisiana 70804-9095**

(DA-53041)

**FAX#: (225) 219-0516**

## **DRIVER TRAINING**

The Office of Risk Management, Loss Prevention Unit, will assist each agency in implementing driver safety training programs that address the needs of the agency. "Train the trainer" courses are held free of charge around the state for all agencies or upon request by an agency or agencies. Agencies must designate employees who will be required to take the driver training course taught by the agency certified instructors. The Office of Risk Management, Loss Prevention Unit will assist agencies in identifying training aids and resources that can be used for driver safety.

## **EQUIPMENT MANAGEMENT TRAINING**

The Office of Risk Management, Loss Prevention Unit, will provide training for employees from each maintenance plant in equipment management safety. The objective of the training is to reduce downtime and insurance losses for insured equipment management objects owned by the state. The training will be conducted by an outside firm. The Office of Risk Management, Loss Prevention Unit, will select the firm to conduct the training. The courses will include the following topics: centrifugal chillers, heating, ventilation, air conditioning, and boiler machinery. Agencies will submit to the Office of Risk Management, Loss Prevention Unit, the name and title of the employees to be trained. The Office of Risk Management will implement the training as funds are available. Classes will be announced through a letter to the agencies.

## OFFICE OF RISK MANAGEMENT AUDIO-VISUAL LIBRARY

The following is a catalog of videocassettes available from the Loss Prevention Unit of the Office of Risk Management. If you wish to borrow one for a safety meeting please contact us by one of the following:

Fax: 225-219-0516

E-Mail: [mwashin@doa.state.la.us](mailto:mwashin@doa.state.la.us)

Address: 626 North Fourth Street  
Suite 403  
P.O. Box 94095  
Baton Rouge, Louisiana 70804-9095

Please note that we no longer have a telephone for this purpose so you must contact us using one of the methods offered above, preferably e-mail.

### SAFETY MANAGEMENT VIDEOS

- Communicating for Safety
- The Case for Safety
- Safety - Its Your Responsibility
- What Every Supervisor Should Know About Risk Management
- Assembling the Safety and Loss Control Puzzle
- Taking Control: The Worker's Compensation Return to Work Connection
- Supervising Safety: You Make the Difference
- Report Writing: The Supervisors System
- Job Safety Analysis
- Loss Control Dollars Make Sense
- Safety Committees
- Effective Safety Meetings
- Job Hazard Analysis
- Safety Pays
- Safetycare: Understanding Hazards and Risks
- Safety Signs

### AMERICANS WITH DISABILITIES VIDEOS

- Given the Opportunity
- ADA Update
- Nobody's Burning Wheelchairs

### BACK VIDEOS

Back in Shape  
Back Talk/Back Safety  
Causes and Care of Acute Back Pain

## FIRST AID VIDEOS

First Aid for Accidents  
Burn Emergencies: Prevention and Response  
Bloodborne Pathogens  
Amputation Injuries

## OFFICE SAFETY

Safety & The Human Factor  
Office & Personal Security  
Carpal Tunnel Syndrome  
VDT & Workstation Ergonomics  
Repetitive Motion Injury: Prevention is in Your Hands  
Video Display Terminal: The Human Factor  
Office Safety: Safety Care  
Office Safety: Its Serious Business  
Ergonomics: The Practical Approach  
Office Safety  
Safety and Security  
Safety in the Office  
Office Safety Essentials  
Stress and Safety  
Workstation Ergonomics  
Office Safety - Personal Work space  
Fire in the Workplace  
Travel Safe  
Stress in the Workplace  
Dress Safe  
Effective Safety Meetings  
Workplace Fatalities: Most Common Causes

## VIOLENCE IN THE WORKPLACE VIDEOS

Violence in the Workplace  
Conflict Resolution  
Watch Out for Assault - Staying Safe and Secure  
Workplace Violence  
Violence in the Workplace: Audits, Training and Prevention  
U.S. Postal Inspection Service: Mail Bombs  
Conflict Communication Skills

Crimes of Opportunity  
Crime Check: Personal Security

## CORRECTIONS VIDEOS

Correctional Officer: Principles of Discipline  
Misuse of Force: Law Enforcement  
Correctional Officer: Suicidal Inmates

## ACCIDENT INVESTIGATION/SLIPS, TRIPS AND FALLS

Star Witness: Accident Reporting  
Safety on the Job: Slips, Trips and Falls  
Walkway Safety: Watch Your Step  
Accident Investigation  
Accident Causes & Prevention  
Workplace Fatalities: Most Common Causes  
No Laughing Matter: Slips, Trips and Falls  
How to Prevent Falls  
Preventing Slips, Trips and Falls  
Falls in the Workplace  
Close Calls and Near Misses

## HOSPITAL SAFETY VIDEOS

Bloodborne Diseases  
Lifting and Carrying  
Mechanical Lifting Devices  
Moving a Patient in Bed  
Moving a Patient from Bed to Chair  
Moving a Patient from Chair to Trolley  
Hospital Safety  
Evacuation of Medical Facilities  
Kitchen Safety  
Safety Orientation: Hospital Care, Housekeeping and Maintenance  
Sexual Harassment in Health Care  
Medication and Safety  
Universal Precautions  
Hospital Inspection Control  
Bloodborne Pathogens Update for Healthcare  
Bloodborne Diseases: Understanding the Risk  
Workplace Precautions Against Bloodborne Pathogens  
As It Should Be Done: Workplace Precautions Against Bloodborne Pathogens  
Bloodborne Pathogens (Safetycare)  
Bloodborne Pathogen Update  
Kitchen Safety



## LABORATORY SAFETY

- The Toxic Release Inventory
- Chemical Control Room
- Chemistry Lesson: Working with Hazardous Materials
- First Consideration
- Safe Handling of Gas
- Hazards of Gas Welding
- Hazards Around the Bin Hopper
- Evaluation of Industrial Hoods
- Laboratory Safety - OSHA Standards
- OSHA Laboratory Standard
- Dealing with Chemical Safety
- Laboratory Safety: Potential Hazards II
- Hazardous Chemicals

## EMERGENCY PREPAREDNESS/DISASTERS VIDEOS

- Backfire
- Medical Emergencies in the Workplace: Life-Sustaining Response
- Medical Emergencies in the Workplace: Emergency First Response
- Identifying Fire Hazards
- Stop it Burning
- Fire Brigade Operations
- Bomb Threat Strategy
- Building Evacuations
- Emergency Evacuation Procedures
- The New Superfund: Emergency Preparedness
- When Disaster Strikes
- Day of the Killer Tornado
- Tornado Alert
- Natural Disaster Preparedness
- Paths of Thunder
- Flash over - Point of No Return
- Fire Awareness
- Office Fire & Evacuation
- Egress/Exit Safety
- Fire Escape: Getting Out Alive
- Office Safety: Fire Plan
- The Awesome Power
- Fire Extinguisher Safety
- Emergency Evacuation Procedures
- Office Fire Prevention
- Emergency Preparedness
- I Plan to Live

## INDUSTRIAL SAFETY

Foot Protection: Step Up to Safety  
Eye Safety  
Hand Safety  
Essentials of Hand Safety  
Lifting and Solutions  
Inspection, Care and Storage of Slings  
Dual Protection  
Welding Safety  
Working Safely With Machinery  
Landscape Power Tools  
Professional Guide to Lawnmower Safety  
Tractor Safety Begins With You  
Chain saw Maintenance and Safety  
Safe and Effective Grinding  
Safe Operation of Overhead Cranes  
Preventing Hearing Loss  
Myths About Personal Protective Equipment  
The Finest Tools  
Accident Prevention Through Equipment Guards  
Ladder Safety  
Don't Blow It  
Respiratory Protection  
Preventing Head Injury  
Safety and the Use of Air Compressors  
PPE (Personal Protective Equipment)  
Getting It Right At Height  
Ificouldawouldashouda  
It's Closer Than You Think (Mechanical Safety)  
Confined Spaces: Training Program for Employees  
Electrical Safety in the Workplace  
Hazard Awareness  
Safe Operation of Chainsaws  
Shortcut to Disaster – Part 1 (Chainsaw safety)  
Shortcut to Disaster – Part 2 (More Chainsaw Safety)  
What a Grind (Grinder Safety)  
Tractor Safety  
Single-Piece Rim Wheel Safety (Tire Changing Safety)  
Dealing with Doggie Dangers (Canine Safety)

## SUBSTANCE ABUSE VIDEOS

Drugs and Alcohol in the Workplace  
Everything Looks Normal  
Employee Assistance Program

No Butts  
Taking Action: Substance Abuse in the Workplace  
The Need to Know: Substance Abuse: Executive Briefing  
The Need to Know: Substance Driver Alert  
Substance Abuse: Reasonable Suspicion  
Helping the Troubled Employee  
Substance Abuse: The Employees Role  
Private pain: Public Burden  
Taking Action: Frontline Against Drugs  
Hazards of Substance Abuse  
Drugs in the Workplace: What Every Manager and Supervisor Should Know  
America Hurts: The Drug Epidemic  
Drugs in the Workplace: Cold Turkey  
Drug Abuse Test  
D.O.T. Drug Training  
Drugs: Reasonable Suspicion  
Drug Testing In The Workplace  
Chemical Dependency in Nursing

## SEXUAL HARASSMENT VIDEOS

Sexual Harassment: What Employees Need to Know  
Sexual Harassment: Workplace Hustle

## MISCELLANEOUS VIDEOS

Swimming Skills/Swim Baby  
Noise and Hearing Conservation  
Safety Awareness  
Safety is Serious Business With Gallagher  
Safety Signs  
Recognition, Evaluation and Control of Hazards  
Pre-Job Safety Checklist  
Fire Extinguisher Safety  
Preventing Child Abduction  
How to Prepare for an OSHA Inspection  
Outdoor Safety  
Allergies and Asthma  
Silence of the Slams  
Home Watch  
Hapless Hal's Holiday Hints  
Space Heaters  
Civil Service Employee Tape  
Kitchen Safety  
Kitchen Care  
Lone Driver (Driver Safety)

# **SAFETY PAYS VIDEOS**

## **SAFETY PAYS - GROUP B**

*Body Mechanics: Prevent Pain & Strain*  
*Drive Safely*  
*Lock-Out/Tag-Out*  
*Near Misses*  
*Off The Job Safety*  
*Preventing Slips, Trips & Falls*  
*Protect Your Hearing*  
*Safe Materials Handling*  
*Safe Stacking & Storage*  
*Seven Steps To Ladder Safety*  
*Shortcuts*  
*Working With Hazardous Materials*

## **SAFETY PAYS - GROUP C (1990)**

*Accident Reporting & Investigation*  
*Commitment To Safety: Safety Orientation*  
*Disaster Preparedness: What to Do if it Happens*  
*Heat Stress*  
*Machine & Equipment Safety*  
*Personal Protective Equipment*  
*Preventing Hand Injury*  
*Repetitive Motion Injury*  
*Respiratory Safety*  
*Safety & Substance Abuse*  
*Working In Confined Spaces*  
*Work Zone Safety*

## **SAFETY PAYS - GROUP D (1991)**

*Electrical Safety*  
*Eye Care: About Eye Safety*  
*Fire Safety*  
*Horseplay Is No Joke*  
*Housekeeping: It's Everyone's Job*  
*Making Healthy Choices*  
*Rules For Tool Safety*  
*Safe Chemical Disposal*  
*Safe Chemical Storage*  
*Safe Lifting and Carrying*  
*Skin Care and Safety*

## **SAFETY PAYS - GROUP E (1992)**

*Back In Shape*  
*Chemistry Lesson: Working Safely With Hazardous Materials*  
*Communicating For Safety*  
*Fire Extinguisher Safety*  
*How To Prevent Falls*  
*Medical Emergencies I: Life Sustaining Response*  
*Medical Emergencies II: Emergency First Response*  
*Preventing Head Injury*  
*Safety and Security*  
*Safety In The Office*  
*Stress and Safety*  
*The Case For Safety*

## **SAFETY PAYS - GROUP F (1993)**

*Burn Emergencies: Prevention and Response*  
*Causes and Care of Acute Back Pain*  
*Emergency Evacuation Procedures For Safety*  
*Foot Protection*  
*Medication and Safety*  
*Myth About PPE*  
*Pre-Job Safety Checklist*  
*Preventing Hearing Loss*  
*Safety Signs*  
*Walkway Safety: Watch Your Step*  
*Watch Out For Assault: Staying Safe and Secure*  
*Working Safely With Machinery*

# **OFFICE OF RISK MANAGEMENT LOSS PREVENTION UNIT RECOGNITION PROGRAM**

**PURPOSE:** *This program is established to acknowledge personnel who make significant contributions to Loss Prevention and supports the State's efforts to establish programs to accomplish the highest standards for Loss Control.*

## **I. Eligibility**

To be eligible for recognition under this program you must be either an agency or an employee of the State of Louisiana.

## **II. Criteria**

- A. For an individual to receive recognition, he or she must meet one of the following:
  - 1. Heroic Act (s) in saving life and/or property while in the course and scope of his/her job.
  - 2. Develop a program that promotes safety awareness for all employees. This does not include any required programs by Federal, State, or local entities.
  - 3. Establish and/or installs methods to reduce claims and insurance cost for the State.
  - 4. Develop cost savings programs affecting one or more lines of insurance.
- B. For an agency of the State to receive recognition, it must meet one of the following:
  - 1. Have continuously decreased cost of and number of claims over the past five years for one or more lines of insurance.
  - 2. Implement programs and/or activities that are unique within their department.
  - 3. Development/implement programs that generate positive Public Relations in promoting Loss Prevention. This includes participation in community activities that has direct impact on reducing agency exposure.

4. Agency that renders support to another State agency by providing a benefit or service to one or more of the Loss Prevention Programs. The service must not be normally provided to other agencies and must not be considered mutual aid.

### **III. Application Process**

- A. The assigned Loss Prevention (LP) officer will submit the completed application form with supporting document(s).
- B. The LP Supervisor will complete his/her section and forward the application to the LP Manager.
- C. The LP Manager will complete his/her section and which will determine approval or disapproval.

**NOTE:** *A Committee of the Loss Prevention Manager and Supervisors will determine all time lines for application submissions, tracking mechanisms, and dispensation of the award. This determination will be added as an addendum to this program once written.*

### **IV. The Award Presentation**

- A. The award will be presented by the State Risk Director and the assigned LP Officer with the LP Manager and LP Supervisor in attendance.
- B. The level of administrative authority to be notified and invited will be determined on each action by the State Risk Director or his/her representative.

## RECOGNITION PROGRAM APPLICATION

Name of LP Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Individual /Agency: \_\_\_\_\_

Civil Service Title/Department: \_\_\_\_\_

Agency Address: \_\_\_\_\_

\_\_\_\_\_

Agency Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Agency Head/Administrator: \_\_\_\_\_

### SUMMARY OF ACHIEVEMENT

**NOTE:** *The summary of achievement must include specific criteria from the program guidelines. Use additional paper if necessary.*

*(Attach supporting documentation, if any).*

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**Type of Award Recommended (i.e. plaque, certificate, etc.)**

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**Narrative of inscription on the Award:**

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**Awards Committee (three Loss Prevention staff members minimum)**

**Signatures:** \_\_\_\_\_

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**Loss Prevention Manager:** ☐ **Approve** ☐ **Disapprove**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**State Risk Director:** ☐ **Approve** ☐ **Disapprove**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Send to:**

***Loss Prevention Unit  
Office of Risk Management  
P.O. Box 94095  
Baton Rouge, Louisiana 70804***